

/ POSITION EDITOR

iCOVER specializes in wholesale of Background Screening and Business Intelligence solutions for the global market. We are an international company with operational headquarters in Paris, backed by a network of offices worldwide, which offer strategic global reach for all your business needs.

Our expertise lies in data collection, research and verification of information, analysis and reporting. Our clients know that we are diligent, always prepared to go the extra mile to deliver compliant, accurate and timely results. Our service is dedicated, professional and reliable.

Currently, for our team in Sofia, we are looking for an Editor with the following profile:

RESPONSIBILITIES

- Edits Business Intelligence reports in English, in line with the standards and guidelines provided by the clients;
- Edits complex due diligence reports in English;
- Communicates effectively with the researchers in order to clarify any ambiguous issues and provides them with instructions and feedback aimed at improving the quality of the reports;
- Actively trains the researchers in order to improve their writing skills and style;
- Diligently observes the researchers' work in order to provide assistance if needed and to make sure they strictly follow the established processes and guidelines;
- Communicates effectively with clients in order to thoroughly understand their expectations and to ensure that the reports meet their quality standards and are delivered by the set deadlines;
- Maintains a trust-oriented environment, which is open for communication, creative thinking and cohesive team efforts;

REQUIREMENTS

- Excellent command of written and spoken English;
- Technical skills: Word, Excel, Power Point, Internet research and databases;
- Strong communication skills, both written and verbal;
- Excellent time-management skills;
- Problem-solving and quality-oriented attitude;
- Previous relevant experience will be considered an advantage.

WHAT'S IN IT FOR YOU

- Engaging job at a multinational company;
- Excellent remuneration package and work-life balance;
- A motivating bonus scheme;
- Dynamic work environment and an enthusiastic team;
- Class A office in the central district;
- Additional health insurance;
- Food vouchers;
- Standard working hours;
- Multisport Card.

If you think that you have what it takes to be an Editor, please send your application to Metodi Rusinov at:

mrusinov@icover-services.com.com

Notice: by submitting your application for this position, you acknowledge that in the event you have been selected to work for iCOVER, we shall be entitled to perform an appropriate background investigation by verifying the information presented in your application, specifically but without limitation, verification of prior employment and verification of education. You further acknowledge that such verification is required due to the specificities of iCOVER's scope of business and our internal security policies and rules. The lawful provision, collection and processing of your personal data is necessary for the purposes of the legitimate interests pursued by iCOVER and the provided data will be processed in strict accordance with the applicable personal data protection legislation.